

MAKE YOUR NEXT PROFESSIONAL MOVE A “PEAK EXPERIENCE!”

City of Mt. Shasta City Manager

AN OUTSTANDING OPPORTUNITY

The City of Mt. Shasta is located in far Northern California along Interstate-5 just 60 miles south of the Oregon border. This 4-season “Alpine Community” is nestled at the base of majestic Mount Shasta. Mount Shasta's stunning presence makes this region of the Shasta Trinity National Forest among Nature's masterpieces. The Mountain inspires and stirs the souls of those who venture through, or are fortunate enough to call Mt. Shasta home. Several pristine lakes, miles of rivers and streams, and thousands of acres of backcountry provide an outstanding environment for multiple summer and winter outdoor activities, and year round splendor.



Mt. Shasta's history stretches back to the 1820's, when European fur trappers settled in the area. Gold miners came later, followed by ranchers and farmers. By the late 1800's, logging and the introduction of railroads heralded industrial expansion. Since the end of the timber era the City of Mt. Shasta enjoys a tourism based economy. The tourism season is all year from our miles of hiking trails to our snowy ski resorts.

The community offers the best of a family-oriented small town living, with a sophisticated, engaged and generous citizenry, many active social organizations and service clubs, a low crime rate, award winning water and clean, invigorating mountain air. These attributes, coupled with ideal recreational opportunities, and multiple annual community events, create an unrivaled and distinct quality of life. Residents and visitors enjoy Mt. Shasta's eclectic population and diverse lifestyles, and the musical, artistic and spiritual self-expression that Mount Shasta inspires.

Notable community events include Mt. Shasta's festive Independence Day Celebration and nationally recognized Run/Walk, its Labor Day Weekend Car Show and Blackberry Music Festival, and its magical Christmas Tree Lighting Ceremony and Santa's Sleigh.

As the de facto “anchor City” of South Siskiyou County, Mt. Shasta also offers a wide range of services, conveniences and resources one would expect to find in larger communities. It has excellent health care facilities and services, and a major hospital, plus multiple alternative healing and health maintenance services and practitioners. Mt. Shasta's K-12 schools are also highly rated. Several highly rated charter schools are also available. College of the Siskiyous, located only ten miles north in the City of Weed, offers an outstanding and a widely diverse, rich community college experience and curriculum. Mt. Shasta's exquisitely quaint downtown also offers a diverse tapestry of businesses and shops, and many other shopping opportunities are located throughout the community.

Mt. Shasta offers reasonably affordable housing with the price of an attractive 3-bedroom, 2-bath home now trending in the mid \$200,000's to the high \$300,000's.



CITY GOVERNMENT

The City of Mt. Shasta is a California General Law City incorporated in 1905. Its current population is around 3,500. The broader Mt. Shasta community within its sphere of influence is in the 7,000 range. The City has operated under the City Council-City Manager form of local government since 2002. The City Manager is appointed by the 5-member City Council as the chief executive officer of the City, and is responsible for advising City Council, implementing City Council policies and directives, and managing the City's day-to-day operations.

The City's current Budget is \$6 million (\$3 million General Fund). It provides 24-hour Police and Fire protection, Public Works, Water and Wastewater Enterprise Fund operations and facilities, contracted Waste Disposal services, and Planning and Building. Recreation and Parks services are provided by a separate District. Current City staffing levels include 32 full time and 2 part time regular employees, and 18 volunteer Firefighters overseen by a full time Chief. The City has emerged from the recession intact and in a good position to "pick up where it left off" in its ongoing efforts to enhance the community's economic prospects and further advance the City's financial position, committed to the principal that in going forward it is best to also go upward.

CHALLENGES/OPPORTUNITIES

Since Mt. Shasta's economy relies primarily on tourism and services, the City continually seeks to broaden and further diversify its economic base in a manner compatible with its pristine natural environment. The City places high priority on economic development that is consistent with its small town values. Effectively marketing Mt. Shasta for tourism and economic growth is an additional priority of the City Council.

Like many other older cities, Mt. Shasta's infrastructure is aging, and financial constraints make upgrading difficult. The City therefore also places high priority on implementing its adopted Capital Improvements Plan, and completing such major public infrastructure projects as Water and Wastewater system improvements and replacements. At the forefront at this time is the State Mandated upgrades to the Wastewater treatment facility.



The City continues to recognize the pressing need for affordable housing for all sectors of the community, and remains committed to creating affordable housing solutions and opportunities through partnerships with responsible developers, and identifying and effectively utilizing grant opportunities to help it do so.

The largest asset in the City of Mt. Shasta is the cooperation and collaboration between agencies and the community. County and civically minded organizations are plentiful in the area and are integral to a majority of city projects. Residents in the city eagerly participate in city initiatives and serve the city in multiple capacities.



THE POSITION

Working closely with the City Council, the City Manager oversees and coordinates City Departments, with a primary emphasis on most effectively aligning departmental activities and resources with the goals and priorities of City Council. In addition to implementing all City Council policy decisions, the City Manager oversees the City Budget and finances, and the delivery of City services, while providing leadership and direction in a collaborative and inclusive manner. The City Manager is a strategic planning advisor to City Council, and also engages the community, helps build consensus, and facilitates partnerships with a wide variety of public and private sector stakeholders. As liaison between City Departments and City Council, the City Manager also offers institutional knowledge, insight and expert analysis to assist Council in formulating short- and long-term City goals. With a wide range of professional expertise, the City Manager provides visionary leadership in both running the City, and in working to sustain and further improve the quality of life for those who live and work in Mt. Shasta.

THE IDEAL CANDIDATE

The City Council is looking to replace our very successful City Manager who has accepted another position closer to family. Working with an outstanding Leadership Team, the outgoing City Manager established a very strong foundation for the future City Manager. The City Council and community greatly values the Council/Manager form of government. The Council desires another dynamic Manager with the ability to further assess and strengthen the City organization, while also providing inspired, effective leadership to City Council, City staff, and the overall community.

The City Council places a high premium on the “people skills” of the City Manager, the ability to lead by example, the willingness to roll up their sleeves to “get the job done” while encouraging and inspiring others to do the same, and the ability to instill a results-oriented “can do” attitude throughout the City organization. The City Manager will fully understand and appreciate that staff is the most important asset of the City organization, and will also clearly recognize and hold those accountable on whom the City most depends for its progress and success.

The City Manager will have the ability to make tough operational decisions but at the same time have a collaborative, adaptable management and leadership style, and stellar social and public relations abilities and reputation. Strong oral and written communication skills are expected of the City Manager, along with the ability to strike a balance between the practical and the creative, to effectively “connect the dots,” to address immediate issues while maintaining a “big picture” and long range perspective, and ideally maintain a good sense of humor.

The desired professional background, skills and capabilities include economic development; human resources; budget, municipal finance and grant writing; union negotiations; and experience with Wastewater facilities upgrades and financing (prior California experience desirable). Uncompromising ethics and unquestioned integrity are essential personal and professional attributes of the City Manager.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Public or Business Administration or a related field (MPA desirable), plus at least 5 years progressively responsible local government or related management experience that will have imparted to the candidate the attributes and skills identified above, preferably those most related to the local government arena.

COMPENSATION AND BENEFITS

Salary \$95,000 to \$103,500 depending on qualifications, plus a comprehensive benefit package.

THE SELECTION PROCESS

APPLY BY July 22, 2016. Please send your cover letter, professional resume, salary history, and your contact information for at least five professional references to SelectionTeam@mtshastaca.gov. Resumes should clearly state the specific nature and scope of your responsibilities, community and staff size, budget, key challenges and accomplishments, and timeframes for each position held. The most qualified candidates will be invited to participate further in the selection process. Please direct all phone inquiries to Human Resources Manager Jodi Polk at (530) 926-7510. Go to www.mtshastaca.gov for additional information.

